



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

CODE ENFORCEMENT ADMINISTRATOR CODE ENFORCEMENT OFFICE

POSTING DATE: October 27, 2014

RATE OF PAY: \$ 19.0112

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: November 17, 2014

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 14

UNION: AFSCME

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for providing administrative and clerical support to the Code Enforcement Department. In addition, this position is responsible for providing data input and reporting on a variety of database information. This position is distinguished from other administrative positions, as it is responsible for providing "Administrator" level office support.

ESSENTIAL FUNCTIONS:

- Provide routine administrative support, including, but not limited to: answering telephones, opening and distributing incoming and outgoing mail, scheduling appointments meetings and meeting space, typing, photocopying, data entry and filing, and ordering office supplies.
- Answer and route phone calls to appropriate Code Enforcement staff.
- Process and generate inspection orders in a timely manner; review the orders for accuracy and adherence to protocols, as well as make entries as specified by inspectors or manager.
- Receive and process complaint information via telephone, email, walk-in, etc., enter into the database, and forward to appropriate staff.
- Process rental compliance and zoning compliance request forms.
- Process zoning certificate of occupancy requests.
- Transmit rental and zoning compliance letters to attorneys, realtors, property owners, etc.
- Educate and inform property owners, real estate agents, paralegals as well as the public about the departmental policies, ordinances and new requirements.
- Respond to the public requests for information via telephone, email, walk-in, etc.
- Perform financial and accounting operations including, but not limited to: collecting rental registration payments and various fees, processing and forwarding batches to the Clerk and Treasure's office.
- Collect and track employees' timesheets; perform payroll and communicate with payroll specialists.
- Receive, review and data input Rental Registration Applications and fee information.
- Update database upon receiving information pertaining to current property owner address and contact information, and other required data, as well as review updated information for properties for which rental registration and fees have not been received, and produce listing for manager's review.
- Perform data input of property transfer or change of use information as received, including, but not limited to: receipt of property transfers, information from the Clerk's or Assessor's Office, information from Code Enforcement Officers, via mail receipt of forms, walk-ins, etc.
- Prepare and type letters, minutes, memos, affidavits, liens, conformance forms, Certificates of Occupancy, etc.
- At direction of manager, schedule routine inspections, via phone or letter.
- At direction of manager, enter various information into the data system, which may include inspection reports, orders, tickets, re-inspection, and complaint information.
- At direction of manager, produce various reports from the data system.
- Retrieve files as necessary for conformance requests, complaints, inspections, orders, affidavits, etc.
- Organize and maintain Code Enforcement files in a clear and coherent manner to allow for easy retrieval of information as needed.
- Act as staff to the Burlington Board of Health Committee, to include, scheduling and warning meeting times and locations, preparation of agendas and associated meeting packets, organizing and gathering post meeting information as necessary, and prompt preparation of minutes.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- High school diploma or equivalent and two years' experience in an office environment, with emphasis on data entry, required.
- High level of proficiency in Windows based software applications, including, but not limited: to word processing, spreadsheet and database management required.
- Ability to multi-task and coordinate a wide variety of duties in a high-pressure, small department required.
- Ability to interact professionally and respectfully with co-workers, members of the general public and elected officials, both in person and on the telephone required.
- Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to handle public complaints with tact and provide excellent customer service.
- Ability to handle and file confidential material with discretion and tact.
- Attention to detail required.
- Ability to establish work and filing systems and keep information organized and accessible required.
- Ability to understand the Code Enforcement systems and obtain a general knowledge of related ordinances.
- Ability to attend monthly meetings or events outside normal business hours is required.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website <http://www.burlingtonvt.gov/hr/jobs>

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.